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## After the interview

### Actions to take after your interview

Waiting to hear back about the outcome of your interview can be challenging. Below are recommended actions you could take after your interview. Make your own judgement about how beneficial and effective these actions would be for you.

#### Reflect on your interview performance



- ✓ Reflect on what went well, not so well and what you might do differently next time. You can record these reflections for future interviews, particularly if you are undergoing multiple interviews.
- ✓ Even if you are the successful candidate, this is a valuable reflection opportunity for your professional development.

#### Send the hiring manager a thank you email, or let them know if the role is not right for you



- ✓ It can be helpful to send a follow up email to the hiring manager to thank them for the interview opportunity and let them know you are still interested in the role.
- ✓ You could comment on any highlights from your interview such as: *"It sounds like a very exciting opportunity that I would love to be a part of"* or *"I really liked the sound of the team culture and I'm excited about the potential of being a member of your team."* These are just examples, so only make comments that are authentic to you.
- ✓ Alternatively, if you do not feel this is the right role for you, it is best to contact the hiring manager to thank them and let them know that after careful consideration, you do not feel this role is the right fit for you.

#### Apply a flexible mindset



- ✓ There are many reasons why an interview outcome may be delayed. It is good to adopt a flexible mindset on when you can expect to be contacted. However, the hiring manager should inform you if they anticipate a delay in sharing the interview outcome with you.
- ✓ If you have not heard back about the outcome of your interview by the date you were advised, send a brief follow-up email asking when you can anticipate an outcome.

#### Disappointment is natural

If you spent considerable time and attention preparing for your interview, it is understandable that you might feel disappointed if you were not selected as the successful candidate.

There are many factors that hiring managers and the interview panel need to consider when selecting the preferred candidate for a role. Being unsuccessful does not necessarily mean you performed poorly in your interview.

#### Feedback is a valuable learning opportunity

You have a valuable opportunity to receive feedback about your interview that could help you to improve in future interviews. If feedback is not offered, we recommend you contact the hiring manager. You could address this by saying *"I'd appreciate the opportunity to get some feedback on my interview so I can improve for next time."*



## Here are some tips on asking for and receiving **feedback**:

### Timing

- ☆ Make sure the **timing** is appropriate for you to receive feedback. For instance, you may not be in the best frame of mind to hear immediate feedback after you have been told you were unsuccessful.
- ☆ It is OK to ask the hiring manager to schedule a time when you are more likely to be receptive to feedback. You could ask: *"I am really keen to receive feedback about my interview, can we schedule a time next week to discuss this?"*

### Active listening

- ☆ Use **active listening** and maintain a **curious mindset** as you receive feedback.
- ☆ Ask **questions** to get more details if you are unsure. **Paraphrase** to make sure you have understood the feedback.
- ☆ Active listening is critical to using feedback to help you **grow**.

### Resist defending

- ☆ It can be easy to feel you need to defend your interview performance or response to feedback you receive. However, it is more productive for you to make sure you **understand** the feedback rather than be defensive. Your **curious mindset** and **active listening skills** will help you to avoid this.

### Thank the hiring manager

- ☆ **Thank** the hiring manager for sharing their feedback with you.
- ☆ While hearing constructive feedback can be challenging, it can also be difficult for a hiring manager to share this type of feedback.

### Take time to reflect

- ☆ Take time to **reflect** on the feedback you have received.
- ☆ It is often in hindsight together with constructive feedback that we can acknowledge perhaps the role was not right for you at the time.

### It may not be your performance

- ☆ Sometimes, being unsuccessful **does not** mean you did not perform well in your interview. It might just be that there was an exceptional candidate who was considered the most appropriate out a pool of several other great candidates.



### Below are some questions you could ask during a conversation about feedback:

*"Can you tell me what I did well in the interview?"*

*"Can you tell me if there were any areas I didn't do so well during the interview?"*

*"Can you tell me what I could do differently next time?"*

We trust this training series has been a valuable resource to support you through the job application process here at the City of Casey.

We wish you all the very best with your future job search, applications and interviews.